

CLG PROGRAM REVIEW**Name of Certified Local Government:** _____

The purpose of this review is to ensure that the fundamental elements of a CLG program are in place. This is the federal government's way of ensuring the quality of local preservation commission's programs which receive federal money through the CLG program, continue to meet the minimum requirements of the program.

Please return this program review form by October 31, 2014. **This form must be returned before future grants can be awarded.** Thank You.

Please provide information regarding your Historic Preservation Commission chair and an employee or elected official of the local government. All grant applications, workshop notices, and other program information will be sent to these people.

CLG Chairperson:

Name: _____

Title: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

City/County Employee or Elected Official:

Name: _____

Title: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

CLG Performance Review

The National Park Service requires CLGs to maintain the following standards of performance, which the SHPO will use in review of the CLG once every three years.

	YES	NO
1.) Did the CLG adopt changes to the local ordinance during the last three years?	_____	_____
2.) Did the CLG forward to the SHPO copies of all revisions to ordinances? regulations, by-laws, or guidelines enacted during this period? <i>If not, please enclose them with this program review.</i>	_____	_____
3.) Are financial records well-organized and kept for at least 4 years?	_____	_____
4.) Did the CLG maintain an adequate and qualified commission during the last three years?	_____	_____
5.) Did the Commission hold (a minimum of two) regular meetings?	_____	_____
6.) Did the Commission maintain and operate in accordance with its written by-laws or other rules of procedure, including conflict of interest rules?	_____	_____
7.) Did the Commission obtain qualified professional expertise in the review of National Register nominations or any actions normally evaluated by a professional if this expertise was not available on the Commission?	_____	_____
8.) Did Commission members attend a conference, workshop or other training on historic preservation?	_____	_____
9.) Does the commission consist of at least five members who have a demonstrated interest, experience, or knowledge of historic preservation? <i>Please provide a Historic Preservation Commission Member Form (copy enclosed) or a resume for each commission member. These must be on file before future grants can be awarded.</i>	_____	_____
10.) Have all Commission meetings been open to the public, and been held in accordance with Utah's "Open Public Meetings Act"?	_____	_____
11.) Has the Commission maintained and made available to the public careful minutes of all meetings?	_____	_____
12.) Did the CLG provide comments to the SHPO on National Register nominations in your community if applicable?	_____	_____
13.) Have surveys in your community been updated if they are over ten years old?	_____	_____
14.) Would you consider using your next CLG grant to update surveys in your community?	_____	_____
15.) CLG Representative Comments (if any.) For example, what would make this program work better for you? (Additional space on next page.)		

continued: CLG Representative Comments

Signatures:

CLG Chairperson: _____

Date: _____

Chief Elected Official: _____

Date: _____

To Be Completed By SHPO Staff

SHPO Comments:

I certify that the Certified Local Government of

___ conforms with State and National Park Service procedures.

___ will be in conformance when... (see above)

___ is not in conformance with procedures; recommend decertification

Reviewer: _____
Deputy State Historic Preservation Officer

Date: _____